Public Consultation Tracking System (PCTS)

User Guide
and Business Rules
for the Southeast Region
Habitat Conservation Division

Background

Each year thousands of requests are made to the U.S. Army Corps of Engineers (COE) and other federal regulatory agencies for permission to alter wetlands. The National Marine Fisheries Service (NMFS) of the National Oceanic and Atmospheric Administration (NOAA) provides recommendations to regulatory agencies (e.g., COE, USCG, Federal Energy Regulatory Commission, etc.) that are designed to minimize project effects on marine, estuarine, and anadromous fishery resources. The goal in preparing these recommendations is to achieve a "no-net-loss" of fishery habitat for those water development activities that are under federal control. Because the amount, type, and geographical distribution of the habitat to be altered are generally unknown, the NMFS Habitat Conservation Division (HCD), Southeast Region, developed a computerized tracking program in 1980 to compile such information. Other objectives of the program were to determine workloads, to track actions taken by the NMFS, and to obtain a measure of the effectiveness of NMFS' recommendations. This information helps the HCD to determine potential cumulative loss of habitat so that measures can be taken to prevent avoidable damage to fisheries production and allows us to judge the effectiveness of our program so necessary modifications can be made. As of fiscal year 2006, the Southeast Region's database contained in excess of 110-thousand records.

The Public Consultation Tracking System (PCTS) is a centralized information management system covering NMFS consultations under the Endangered Species Act (ESA), Magnuson-Stevens Fishery Conservation and Management Act Sections 305(b)(2) & 305(b)(4) Essential Fish Habitat (EFH), Fish and Wildlife Coordination Act (FWCA) and Federal Power Act (FPA). PCTS has been implemented under several phases that have included different NMFS regions and different starting dates for ESA and EFH consultation records. Phase I provided Corps' applicants in the Northwest Region, the ability to query the status of consultations on their permit actions for which consultation is occurring. Phase II provided Federal Action Agencies access to query the status of their ESA consultations for the Northwest, Northeast, Southeast, Southwest, and Alaska Regions, as well as Northwest Region EFH consultation records since October 1, 2000. Phase III allowed for all NMFS regions to track EFH consultation records as well as including the recently formed Pacific Islands Region ESA consultation tracking records.

The Southeast Region transitioned from its existing database to PCTS at the start of fiscal year 2007.

INTERNET & INTRANET: What's the difference?

An **intranet** is an inter-connected network within one organization that uses web technology for the sharing of information internally, not world wide; whereas the **internet** is a worldwide network of computer networks. Computers connected to the internet, such as your computer at home as well as your workstation at work, are able to access services provided on the internet such as Google.com, USAToday.com, and the NOAA website at www.noaa.gov.

However, some services are located exclusively on intranets to prevent general public access to them. The access between an intranet and the internet is controlled by a **firewall**[*]; usually a piece of hardware located within an organization's IT workcenter. Computers not "behind" the firewall can be granted access to intranet services through a **virtual private network or VPN.**[*] A VPN can either be a piece of hardware (e.g., a router) or a software application (sometimes referred to as client based) loaded on the computer that needs access to intranet services. Access to the NOAA/NMFS intranet is controlled by the policies of the Chief Information Officer (CIO).
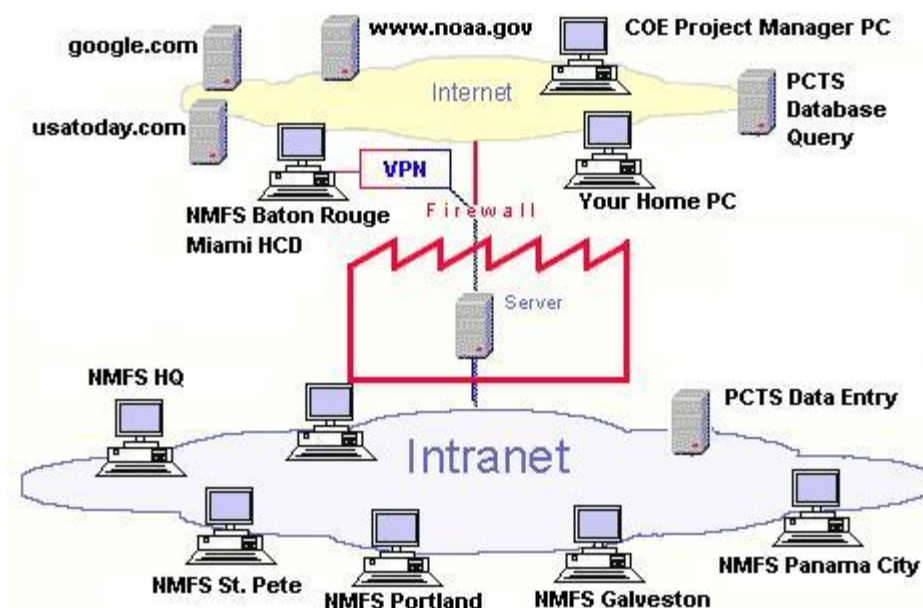
What does this mean to the PCTS User? As shown in the above diagram, most of NMFS-HCD computer workstations are connected to the NOAA/NMFS intranet whether they are at Headquarters, a Regional Office, or a Laboratory. However some HCD offices, such as Baton Rouge and Miami, are not and will require access via a VPN as determined by the CIO.

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[*] Think of a firewall as a bouncer at an exclusive nightclub. While generally everyone inside the building can get out, the bouncer only lets in the people he knows, recognizes, or chooses.

[*] A VPN can be visualized as a small pipe within a larger pipe. Everything flowing within the inner pipe is isolated from everything flowing in the larger pipe.

HELPFUL HINTS AND TIPS

> **NOTE:**   This User Guide and Business Rule document is intended to assist the Southeast Region's HCD with data entry consistent with the National PCTS Business Rules and data requirements established by NMFS. As such it augments the comprehensive resources available on-line at the PCTS website. (e.g., User Guide, Data Dictionary).

1. **Need Help?**
   a. **Call Southeast Region HCD Point-of-Contact First!**
   b. Then try PCTS.Usersupport@noaa.gov who are NMFS employees.
   c. Then try SERO.HelpDesk@noaa.gov who are SER employees.
   d. Use the CIO PCTS Helpdesk **only as a last resort.** This helpdesk is a fee-per-ticket helpdesk run by contractors.

2. **Different Browsers React Differently.** If you are having a problem in Internet Explorer - Tryhe database was not developed fordeveloped and tested with this internet browser. Assuring PCTS compatibility with other browsers is not a priority of the development team at this time.

3. **Do not block pop-ups.** The database opens new windows and a pop-up blocker will prevent the database from operating correctly.

4. **Do not let screen sit idle for long periods.** The database connection will 'time-out'; this can vary from location to location based on the quality of the internet connection.

5. **In case of error, close all browser windows.** Completely exiting out of the browser helps prevent reconnection errors to the PCTS database.

6. **Know where your cursor is.** The cursor may not automatically locate itself in an empty field. Typing without an active cursor in a field will result in no or unknown actions.

7. **Save** 💾 **your work often.** Because entry of data into the database is done over an internet/intranet connection its best to save your work often to avoid losing data. You will see recommended saving points throughout this data-entry guide.

8. **Use the exit icon** 🚪 **to exit!** Otherwise use Action > Exit from the menu bar. Avoid closing the data entry form with the X in the upper right corner.

9. **Delete Child Records before deleting a Record.** Without doing so leaves fragments of the record (i.e., the child records) in the database.

Getting Started Checklist:

1. My workstation has Internet Explorer and is on the NMFS intranet or has a VPN connection to the NMFS intranet. Contact your local (or Regional) IT support to coordinate installation of a VPN with the CIO.

2. My workstation has current version of:

    a. JAVA: The following website (www.javatester.org/version.html) will display your current version.

    b. JInitiator: Essentially this is a small program that helps Internet Explorer work with the database program. The current version can be downloaded from the link below; however, this may require an IT Administrator to install properly. It is recommended that you seek assistance from your local (or Regional) IT support.

3. My workstation meets the system requirements at:

    http://bluefin2.nmfs.noaa.gov/pcts/pcts_sysReq.htm
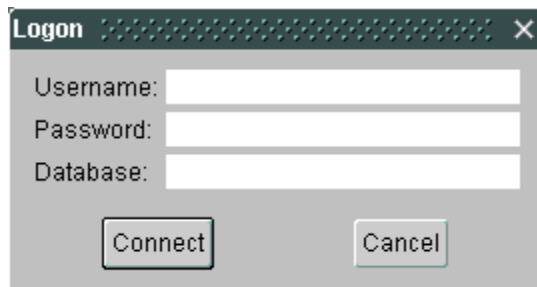
    This link will compare your workstation settings against the recommended settings established by the PCTS Workgroup.

    a. Resolution: To modify your resolution click on: START>Settings>Control Panel>Display. Click on the Settings Tab. You can change the desktop area (screen resolution) from here. Click ok.

    b. Browser: Use Internet Explorer (IE) 5.5 or later.

    c. JAVA enabled: From the IE menu bar click on: Tools>Internet Options>Advanced. Scroll down to JAVA and ensure it is enabled. This step may require you to restart your computer; seek IT assistance if necessary.

4. My PCTS Username and Password have been created and activated. If not contact your PCTS Workgroup Team Member.

5. I can access the login screen (shown below) by navigating to:
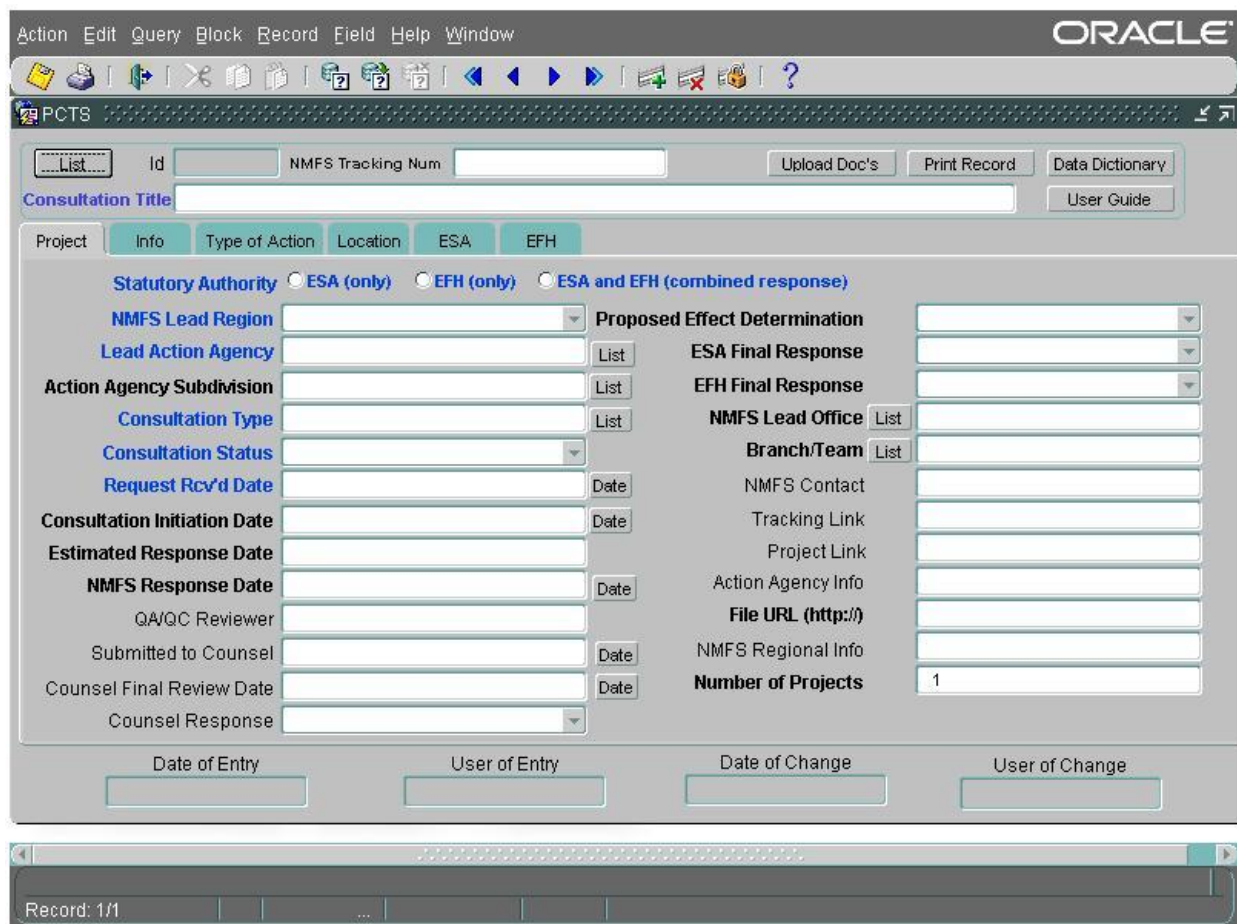   http://bluefin2.nmfs.noaa.gov/   > PCTS > Enter Data
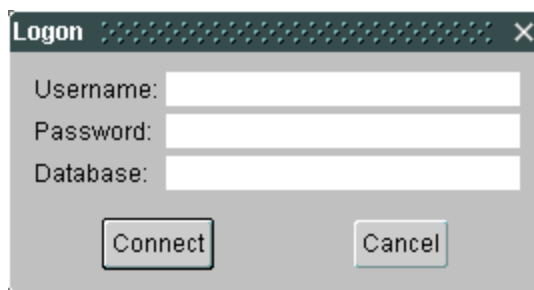
Logging In:

From the PCTS home page or the Set-up & Guidance page, click on the Enter Data link. You will see a pop-up window like the one below. Enter your User Name and Password (leave Database section blank). Then click on the connect button.

After logging in the data entry/query form should open on the PROJECT tab.

TOOLBAR HELP

Action Edit Query Block Record Field Help Window

Save: Saves any changes you've made, and any new records and entries. Make sure you save often (Shortcut: CTRL+S), and save before you exit the form! Look at the bottom status bar for save confirmation. All changes must be saved in order to be retained, including deletions.

Print Screen: This button will only print the Forms screen. To print the Full Record, select the print record button at the top right-hand-corner of the Form.

Exit Form: *Before exiting, save your record first!* To properly exit the data entry form, click the Exit icon, and then click the X at the top right-hand-corner of the browser to close the blank window. If you did not exit using this icon, you will need to shut down all browser related applications prior to logging back into Oracle Forms.

Enter Query Mode: This button will bring up a blank form. Enter a search string into any field. The wildcard character, %, can be used. If you don't know the exact content of the field, use wildcards. *Note: Queries in the form are not case sensitive.*

Execute Query: Once you type into a query field the specified parameters, hit this icon to run the query.

End Query: Hit this icon to return to normal data entry mode.

Go to Previous/Next Block: With these icons, you can quickly move between the main data and child record sections.

Go to Previous/Next Record: To use this function, first put your cursor in the Consultation Title field and then click these buttons. You can also use Up & Down Arrows or Page Up/Page Down.

Insert a New Record: Use this button to insert a new record (place the cursor in the Consultation Title field). This can also be used for adding entries to the child record sections. Make sure your cursor is in the appropriate section first, and then hit the insert icon.

Remove a Record: Use this icon to delete entries from the child record sections and select Save. To delete an entire record, you must first delete those entries, select Save; then put the cursor in the Consultation Title Field, and use this icon, and select Save. This will ensure your entire record has been deleted and confirmed.

Properties: Use this icon to display the properties of the field you are in. The question button will not display the user guide or data dictionary.

PROJECT TAB

The following will assist you in filling the required fields on the PROJECT tab.

NOTES:

BOLD BLUE FIELDS: These fields are required to be completed to save a record. If these fields are not complete the record will not be saved and you may receive error messages as you proceed through the tabs.

BLACK BOLD FIELDS: These fields are searchable from the Online Query and therefore must follow the National Business Rules for data entry.

GREY BOXES: These fields are automatically generated by the PCTS database.

PROJECT TAB

CONSULTATION TITLE	**PCTS REQUIRED**

Project ID Number; Applicant's Name; Brief Project Description.

- Enter the project identification (permit) number provided by the action/consulting agency followed by the name of the applicant and a brief description of the project.

- Project ID Number is not required for all actions such as pre-consultations or NEPA documents

- Separate elements with a semi-colon.

- Use of plain language and upper and lower case.

- Avoid Acronyms and Titles (Mr., Jr. etc)

- Avoid punctuation other than semicolon (;) separator.

Examples: J200600001; John Smith; Dock and Seawall

Gas Shipper Inc; Pre-ap meeting for Bay St. Louis Terminal and Navigation Channel

26001; Texas Hold'em Limited; Seaside Hotel and Marina

PM Tracking: n/a

PROJECT TAB

STATUTORY AUTHORITY

PCTS
REQUIRED

Select radio button: EFH, EFH/ESA, or ESA.

- EFH = NMFS responses provided under EFH and/or FWCA. Most HCD actions.

- ESA/EFH = Rarely used in the SER. Use only when a single response will provide both HCD & PRD comments. Advising an agency or applicant of a responsibility to consult with PRD is not a joint response.

- ESA = Used by PRD staff only.

Examples: None – select radio button.

PM Tracking:

NMFS LEAD REGION   **PCTS**
                                                                       REQUIRED

Select SER from drop-down list.

- Required field to save a record and necessary to differentiate your records from other regions.

Examples: SER should be the only option
                   available to SER HCD accounts.

PM Tracking: n/a

PROJECT TAB

LEAD ACTION AGENCY

PCTS
REQUIRED

Click on LIST icon to display options.

- Select from list of federal agencies or 'Non-Federal' as appropriate. See list of common agencies on the next page.

- If Non-Federal describe in the ACTION AGENCY INFO field on the Project Tab.

- SER LOGGER Tip: n/a

Examples: After clicking on the LIST icon, use wildcard (%) to narrow the list by slowly typing the name of the action agency:

- c% shortens list to all agencies starting with the letter "c"

- co% shortens list to all agencies starting with the letters "co"

- cor% shortens the list to "Corps of Engineers" because it is the only agency in the list that starts with the letters "cor"

PM Tracking: n/a

PROJECT TAB

ABBREVIATED LIST OF ACTION AGENCIES

Agriculture Department
Air Force, US
Army, US
Bureau of Land Management
Bureau of Reclamation
Coast Guard
Commerce Department
Corps of Engineers
Defense Department
Economic Development Administration
Energy, Department of
Environmental Protection Agency
Federal Aviation Administration
Federal Emergency Management Agency
Federal Energy Regulatory Commission
Federal Highway Administration
Forest Service
Homeland Security
Housing and Urban Development, Department of
Interior Department
International Boundary and Water Commission, United States and Mexico
Interstate Commerce Commission
Justice Department
Maritime Administration
National Aeronautics and Space Administration
National Marine Fisheries Service
National Ocean Service
National Oceanic and Atmospheric Administration
National Park Service
National Science Foundation
Navy, US
Non-Federal
Nuclear Regulatory Commission
Office of Oceanic and Atmospheric Research, NOAA
US Department of Transportation
US Fish and Wildlife Service

PROJECT TAB

| ACTION AGENCY | SER HCD |
| SUBDIVISION | REQUIRED |

Click on LIST icon to display options.

- Select from list provided for that LEAD ACTION AGENCY.

Examples: If Action Agency is **Corps of Engineers**

Select from list of Districts in the SER:
Wilmington District
Charleston District
Savannah District
Jacksonville District
Mobile District
Vicksburg District
New Orleans District
Fort Worth District
Galveston District

PM Tracking:

PROJECT TAB

CONSULTATION TYPE   **PCTS**
                                                                               REQUIRED

Click on LIST icon to display options.

- **Existing Procedures(I): Most actions will be considered Existing Procedures.** Select this option for projects coordinated by agencies where we have an EFH Findings [600.920(f)] with them. Select this option for FWCA/Clean Water Act MOA consultations and when our consultation is otherwise incorporated into the review, such as an EA or EIS.

- **Pre-Consultation/Technical Assistance (T):** Select when the action being taken on an activity that is still in the pre-application phase.

- The following are used when the action agency does not have an EFH Findings or 50 CFR 600.920 establishes the procedure for consultation.
    - **Abbreviated (A):** Consultation will follow procedures set forth in 600.920 (h)
    - **Expanded (E):** Consultation will follow procedures set forth in 600.920 (i)
    - **General Concurrence (G):** Consultation will follow procedures set forth in 600.920 (g)
    - **Programmatic (P):** Consultation will follow procedures set forth in 600.920 (j)

Examples: None – select from list of options.

PM Tracking:

PROJECT TAB

CONSULTATION STATUS   **PCTS REQUIRED**

Click on LIST icon to display options.

- **Consultation in Process:** Initially most projects will be a Consultation in Process; automatically selected when a CONSULTATION INITIATION DATE is entered but a NMFS RESPONSE DATE is not. Public notices, coordination letters, and other projects that have a deadline established by the action agency will select this option. **[TIP:** If the record is saved with *Consultation In Process* selected the Consultation Initiation Date will automatically be filled in with the Request Received Date.**]**

- **Pre-Consultation/Technical Assistance.** Automatically selected when CONSULTATION TYPE is Pre-consultation/Technical Assistance.

- **Completed:** This will be automatically selected when NMFS RESPONSE DATE and EFH FINAL RESPONSE are entered and the record is saved.

- **More Information Requested:** This will only be selected when a request does not provide the minimum necessary required elements of 50 CFR 600.920(h)(2). Although a public notice may not contain all the information a NMFS biologist would like to have before them to review a project, in most cases the receipt of a public notice initiates a consultation in accordance with the Findings we have in place. Therefore, a project out on public notice would generally be a Consultation in Process.

- **Reviewing Request for Completeness:** SER HCD will not use this option.

      Examples: None – select from list of options.

      PM Tracking: n/a

REQUEST RECEIVED DATE	**PCTS REQUIRED**

Date of Public Notice, Coordination Letter, or Transmittal Memo.

- **NOTE: DATE OF NOTICE** -- Not 'date-stamp' date! (See explanations below.)

- Explanation: Data rules established for ESA purposes of PCTS dictate that this date must be before or the same as the CONSULTATION INITIATION DATE. While recognizing that non-ESA consultation (public comment) periods may begin before NMFS receives notices sent via U.S. Mail, SER-HCD will use the date of the Public Notice, Coordination Letter, or Transmittal Memo for our purposes.

- SER LOGGER Tip: Equivalent to DATEN

Examples: Must be in date format of: MM-DD-YYYY

Use automated DATE feature.

PM Tracking: n/a

PROJECT TAB

CONSULTATION INITIATION DATE	**OPTIONAL**

Date of Public Notice, Coordination Letter, or Transmittal Memo.

- **This date will be the same as the REQUEST RECEIVED DATE field above.**

- This field will automatically fill in the REQUEST RECEIVED DATE.

- For the SER-HCD this will be the same date as the REQUEST RECEIVED DATE (see explanation in REQUEST RECEIVED DATE above).

- SER LOGGER Tip: Equivalent to DATEN

Examples: Must be in date format of:
MM-DD-YYYY

PM Tracking: Used for tracking PM

ESTIMATED RESPONSE DATE	SER HCD REQUIRED

Due date established by Action Agency or integrated procedures.

- Typical due dates:
  - o 10-15 days for coordination letters/memos
  - o 15-30 days for public notices
  - o 45-60 days for EIS/EA (NEPA) documents

Examples: Must be entered in date format
MM-DD-YYYY

PM Tracking: Required for PM 9

💾 RECOMMENDATION: 💾
SAVE THE RECORD AT THIS POINT!

PROJECT TAB

NMFS RESPONSE DATE	**SER HCD**
	REQUIRED

Date our response letter was provided to the action agency.

- The date our response letter was provided to the action agency.

- SER Logger TIP: Same as DATER

Examples: Must be in date format of:
MM-DD-YYYY

PM Tracking: Required for PM 9

EFH FINAL RESPONSE   **SER HCD REQUIRED**

- **Not Yet Determined:** Default when no NMFS RESPONSE DATE entered.

- **Would Not Adversely Affect:** Select when NMFS cannot take credit for influencing this determination. This applies when the action agency requests consultation, which may have included an EFH Assessment, but NMFS determines the action would not adversely affect NMFS trust resources.

- **Would Not Adversely Affect – Due to NMFS Actions:** Select for projects where NMFS prior comments, advice, best management practices, technical assistance, or information dissemination results in this determination.

- **Technical Assistance Provided:** Select when providing general comments rather than a determination of affects on NMFS trust resources

- **Not Reviewed/No Response:** Select when NMFS does not review due to resource personnel/fiscal limitations or defers to another agency.

- **Would Adversely Affect – Conservation Recs:** Select when NMFS provides EFH conservation recommendations that require the action agency to respond to our recommendation letter.

- **Would Adversely Affect – Recommendations:** Select when NMFS provides recommendations to avoid, minimize, or compensate adverse effects. Because these are not EFH conservation recommendations the action agency is not required to respond to our recommendation letter.

- **Would Adversely Affect – No Comment:** Select when NMFS will not provide any further comments due to established procedures (e.g., 404(q) or EFH elevation will not be pursued, recommendations are not fully incorporated, etc.)

PROJECT TAB

NMFS LEAD OFFICE   **SER HCD**
                                                             REQUIRED

Click on LIST icon to select from list of options.

- St. Petersburg, FL
- Galveston, TX
- Baton Rouge, LA
- Panama City, FL
- Miami, FL
- Puerto Rico, USVI
- Jacksonville, FL
- Charleston, SC
- Beaufort, NC

Examples: None – select from list of options.

PM Tracking:

PROJECT TAB

BRANCH / TEAM   **SER HCD**
                                                                                    REQUIRED

Click on LIST icon to select from list of options.

- SER HCD (F/SER4)
- Gulf of Mexico Branch
- South Atlantic Branch
- Caribbean Team

Examples: None – select from list of options.

PM Tracking: n/a

PROJECT TAB

NMFS CONTACT INFO	**SER HCD REQUIRED**

Last, First of the NMFS biologist/ecologist

- Primary point of contact NMFS

Examples: Baird, Spencer
Smith, John

PM Tracking: n/a

PROJECT TAB

TRACKING LINK   **SER REQUIRED**

Populated with the NMFS Tracking Number to associate two records for two related projects.

- **TRACKING LINK ONLY:** Provides a means to associate two different project records that are unique projects that are otherwise related
  - Same location
  - Same applicant

    Examples: None – see procedure on next page.

    PM Tracking:

PROJECT LINK   **SER REQUIRED**

Populated with the NMFS Tracking Number to associate two records as a single project.

- **PROJECT LINK w/ TRACKING LINK**: Links the two records so the two records are associated as a single project:
  - Pre-consultation record & Consultation record

    Examples: None – see procedure on next page.

    PM Tracking:

PROJECT TAB

TRACKING LINK & PROJECT LINK

NOTE: The **TRACKING LINK** and **PROJECT LINK** are populated with a NMFS Tracking Number to associate two records such as:
   a) a consultation record that is related to an existing pre-consultation record
   b) two consultations that are for two different projects but have some relevance to one another
   c) an ESA consultation record and a EFH consultation record when PRD and HCD have created two separate records.

A NMFS Tracking Number is automatically generated when a record is saved.

To duplicate a record and create both a Project Link and a Tracking link:

1. Open the existing record for which you want to create a new record with a Tracking Link and/or Project Link.

2. Insert a blank record by:
   Click on the Insert Record Icon ➕ or Next Record Icon ▶

3. A blank record will appear. Click on 'Record' in the menu bar and select 'Duplicate'.

4. The following window will pop-up:

> **YES:** Answer "Yes" if the records are for the same project so the NMFS Tracking Number will automatically be entered in the two records in both the TRACKING LINK and PROJECT LINK.
>
> **NO:** Answer "No" if the records are for unique projects and only the TRACKING LINK will be populated with the NMFS Tracking Number.

MANUAL ENTRY: The TRACKING LINK and PROJECT LINK can be manually entered with the NMFS Tracking Number if both the records are already created.

PROJECT TAB

ACTION AGENCY INFO   **SER HCD**
                                                                REQUIRED

Required if Non-Federal is selected for the LEAD ACTION AGENCY.

- State agencies (standard acronyms allowed for list in Appendix)

- Companies

- Private Individuals (First M. Last)

- OPTION: This field could be used to enter the point of contact at the federal action agency.

Examples: FL DEP
                     TX DOT
                     Exxon Corp
                     John Q Smith

                     Federal Agency POC Example:
                     Project M Anager

PM Tracking: n/a

💾 RECOMMENDATION: 💾
SAVE THE RECORD AT THIS POINT!

END OF REQUIRED PROJECT TAB FIELDS.

GO TO ACTION TAB OR PROCEED TO OPTIONAL PROJECT TAB FIELDS.

PROJECT TAB

QA/QC Reviewer	OPTIONAL

- Last Name, First of NMFS reviewer of final NMFS response.

Examples: Baird, Spencer
                        Smith, John

PM Tracking:

SUBMITTED TO COUNSEL	OPTIONAL

- ESA / FPA use only.

Examples:

PM Tracking:

COUNSEL RESPONSE DATE	OPTIONAL

- ESA / FPA use only.

Examples:

PM Tracking:

COUNSEL RESPONSE	OPTIONAL

- ESA / FPA use only.

Examples:

PM Tracking:

PROJECT TAB

FILE URL (http://)   **OPTIONAL**

Internet website address for the project.

- URL = uniform resource locator (Geek – speak for a website address.

- Best for large projects that will have their own website established for an extended period of time.

- Do not use the Corps' URL for the public notice as this may change over time as public notices are archived.

- Use of the Corps District's Public Notice 'home page' is an acceptable option.

   Examples: www.evergladesplan.org

   PM Tracking:

NMFS REGIONAL INFO   **OPTIONAL**

Administrative Record Number or File Location

- For Electronic Records Management.

   Examples:

   PM Tracking: n/a

PROJECT TAB

THE HCD DOES NOT USE THE FOLLOWING:

PROPOSED EFFECT DETERMINATION	HCD DO NOT USE
• ESA use only. **Examples:** **PM Tracking:**	

ESA FINAL RESPONSE	HCD DO NOT USE
• ESA use only. **Examples:** **PM Tracking:**	

END OF
PROJECT TAB FIELDS.

INFO TAB

<u>**INFO TAB**</u>

AUTHORITY COVERED   **SER
REQUIRED**

Click on LIST icon to select from list of options.

- Select as many options as necessary to describe the
    - Clean Water Act (§ 402)
    - Clean Water Act (§ 404)
    - Endangered Species Act (§ 10(a)1(A))
    - Endangered Species Act (§ 10(a)1(B))
    - Endangered Species Act (§ 4(d))
    - Federal Power Act (§ 10a)
    - Federal Power Act (§ 10j)
    - Federal Power Act (§ 18)
    - Fish & Wildlife Coordination Act
    - Magnuson-Stevens Act (EFH)
    - Rivers & Harbors Act (§ 10)

- You must put your cursor in the next empty field to select additional authorities.

- To add additional fields (child records) press the Insert Record Icon 🛨 to add more blank fields.

Examples: None – use drop-down list.

PM Tracking: n/a

💾 RECOMMENDATION: 💾
SAVE THE RECORD AT THIS POINT!

INFO TAB

ACTION AGENCY	**OPTIONAL**
APPLICANT	
PERMIT #	
PROJECT TITLE	

CDD-YYYY-NNNNN

- Can be used for tracking individual projects in a programmatic consultation.

- PCTS can be linked to the Corps Regulatory Tracking System (ORM) and therefore must follow the format:

  CDD-YYYY-N

  CDD = Corps' Division & District Code
  Galveston   SWG
  Fort Worth   SWF
  New Orleans   MVN
  Vicksburg   MVK
  Mobile   SAM
  Jacksonville   SAJ
  Savannah   SAS
  Charleston   SAC
  Wilmington   SAW

- The permit application number must not contain any preceding zeros:
  SAJ-2006-01234 = SAJ-2006-1234
  MVN-200600001 = MVN-2006-1

- This field is used by the public seeking the status of NMFS review via the external query.

Examples:

PM Tracking: n/a

INFO TAB

DATA COMMENTS	**OPTIONAL**

Reserved for DATABASE ADMINISTRATORS.

-

     Examples: None.

     PM Tracking: n/a

EXTERNAL COMMENTS	**OPTIONAL**

Text comments intended for the PUBLIC.

- Can be viewed by the public.

     Examples: None.

     PM Tracking: n/a

END OF OPTIONAL
INFO TAB FIELDS.

GO ON TO
TYPE OF ACTION TAB.

TYPE OF ACTION TAB

ACTION	**SER REQUIRED**

Click on LIST icon to select from list of options.

- Select best option from list.

- Select as many options as necessary to describe the activities covered by the action requiring consultation or technical advice.

- More than two (2) types of action are allowed. To add additional (child records) press the Insert Record Icon to add more blank fields.

Examples: See next page for list.

HINT: Use the wildcard (%) to narrow the list.

HINT: Use **SUMMARY OF PROPOSED ACTIVITY** to further describe or refine the option selected.

PM Tracking: n/a

TYPE OF ACTION TAB

TYPE OF ACTION (CATEGORY, Sub-Categories)

Agriculture
Agriculture, Confined animal
Agriculture, Erosion control
Agriculture, Grazing
Agriculture, Irrigation
Agriculture, Nutrient
Agriculture, Pesticide
Agriculture, Roads
Agriculture, Wildlife
Artificial Propagation
Artificial Propagation, Aquaculture
Artificial Propagation, Hatchery

Fishery
Fishery, Fishery Management Action
Fishery, MSA Action-EFH Designation
Fishery, MSA Action-Fishing Gear Impacts
Fishery, Non-MSA Action

Forestry
Forestry, Bridge
Forestry, Culvert
Forestry, Log Transportation
Forestry, National Fire Plan (as Designated by
Action Agency)
Forestry, Pesticide
Forestry, Pre-commercial
Forestry, Prescribed burning
Forestry, Recreation
Forestry, Regeneration
Forestry, Roads
Forestry, Site preparation
Forestry, Timber Harvest
Forestry, Vegetation
Forestry, Wildfire

Marine Mammal
Marine Mammal, Incidental Harassment
Authorization
Marine Mammal, Take Reduction Plan

Military
Military, Acoustic Testing
Military, Drydock Operations
Military, Military Training Exercises
Military, Navy Training Exercise
Military, Pier Repairs
Military, Shoreline Modifications

Mining
Mining, Gravel Mining
Mining, Placer Mining
Mining, Sand Mining

Ocean
Ocean, Beach Renourishment
Ocean, Disposal
Ocean, Geotechnical exploration
Ocean, Sanctuary
Ocean, Shoreline stabilization

Research
Research, Fish Monitoring
Research, Fishery
Research, Listed Species
Research, Marine Mammal

Restoration
Restoration, Estuary
Restoration, Fish Passage
Restoration, Marine
Restoration, Marshes
Restoration, Riverine
Restoration, Watershed
Restoration, Waterway
Restoration, Wetland

Transportation
Transportation, Airport
Transportation, Bridge
Transportation, Culvert
Transportation, Moorage
Transportation, Port/terminal/harbor/marina
Transportation, Railroad
Transportation, Recreational boating
Transportation, Right-of-way
Transportation, Road/highway
Transportation, Ship/vessel/aircraft operation

Utility
Utility, Hydropower
Utility, Oil and Gas
Utility, Pipeline
Utility, Power plant
Utility, Refinery
Utility, Tidal Power
Utility, Transmission line
Utility, Water Supply, Municipal
Utility, Wave Power
Utility, Wind

Water Quality
Water Quality, Aquatic Criteria
Water Quality, NPDES
Water Quality, Registration
Water Quality, Stormwater Drainage
Water Quality, TMDLs
Water Quality, Wastewater

INFO TAB

Waterway
Waterway, Boat/dock/pier
Waterway, Breakwater/Groin
Waterway, Channel reconstruction
Waterway, Dam (non-power)
Waterway, Dredging
Waterway, Excavation
Waterway, Fill
Waterway, Flood control
Waterway, Geotechnical exploration
Waterway, Shoreline stabilization
Waterway, Special event
Waterway, Streambank stabilization

Wetland
Wetland, Dredge
Wetland, Fill

SUMMARY OF PROPOSED ACTIVITY	OPTIONAL
Plain language text description of proposed project and activities.	
• Enter "UA" in this block if reviewing unauthorized activities (e.g., Cease and Desist or Non-compliance)	
• Use to further describe the project activities of the **TYPE OF ACTION**	
Examples: None.	
PM Tracking: n/a	

LOCATION TAB

LOCATION TAB

If Latitude/Longitude is provided in Decimal Minutes Seconds (DMS) syntax as shown below from Google Earth for the Louisiana Superdome in New Orleans:

29 57 03.07
90 04 53.01

Convert it to decimal at:

http://www.fcc.gov/fcc-bin/convertDMS

LOCATION TAB

LOCATION TAB

LOCATION TAB

STATE   **SER**
                                                                       REQUIRED

Click on LIST icon to display options.

- For linear projects that cross more than one state enter each affected state if comments apply to areas within that state; otherwise enter the start and end points.

- More than three (3) State are allowed. To add additional (child records) press the Insert Record Icon to add more blank fields.

Examples: None – use drop down list.

PM Tracking: n/a

LOCATION TAB

COUNTY   **SER**
                                                                 REQUIRED

Click on LIST icon to display options.

- For linear projects that cross more than one county enter each affected county if comments apply to areas within those counties; otherwise enter the start and end points.

- More than three (3) Counties are allowed. To add additional (child records) press the Insert Record Icon to add more blank fields.

Examples: None – use drop down lists.

PM Tracking: n/a

RECOMMENDATION:
SAVE THE RECORD AT THIS POINT!

END OF REQUIRED LOCATION TAB FIELDS.

GO TO EFH TAB OR PROCEED TO OPTIONAL LOCATION TAB FIELDS.

LOCATION TAB

COORDINATES   **OPTIONAL**
LATITUDE & LONGITUDE

Click on LIST icon to display DATUM.

- DATUM
    - NAD 1927
    - NAD 1983
    - WGS 1984

- DATUM can be left blank if the coordinates are available but the DATUM is unknown or from another source.

- LATITUDE/LONGITUDE

- This information should be entered if easily available.

Examples:

PM Tracking: n/a

LOCATION TAB

ACTIVITY LOCATION   **OPTIONAL**

Plain language text to further describe the geographical description

- First line reserved for WATER1 and WATER2 and enter additional information on second and subsequent lines such as:
  - City, town or other boundary
  - Refuge, Park, or other designation
  - Detailed instructions

- Enter WATER1 followed by a semicolon and space (;) then WATER 2

Examples: Apalachicola Bay; St. Vincent Sound
                   Apalachicola NEER

PM Tracking: n/a

END OF OPTIONAL
LOCATION TAB FIELDS.

ESA TAB

Only staff authorized by the Protected Resources Division (PRD) will enter data on this tab and in accordance with guidance provided by the PRD.

PROCEED TO OPTIONAL LOCATION TAB FIELDS.

EFH TAB

CONSERVATION RECOMMENDATIONS # PROVIDED	**SER REQUIRED**

NUMBER OF RECOMMENDATIONS PROVIDED

- It is recommended that recommendations be provided in a bullet or numbered format when possible.

- Enter the number of recommendations provided under any authority (FWCA, FPA, MSFCMA).

Examples: None.

PM Tracking: This field will be used to determine the responsiveness of federal action agencies to our recommendations.

CONSERVATION RECOMMENDATIONS # ACCEPTED	**SER REQUIRED**

NUMBER OF RECOMMENDATIONS ACCEPTED

- Enter number of recommendations accepted when known and/or provided by the action agency via a response letter, permit, or other transmittal.

Examples: None.

PM Tracking: This field will be used to determine the responsiveness of federal action agencies to our recommendations.

ACTION AGENCY	**SER**
RESPONSE INTERIM	**REQUIRED**
DATE	**(IF PROVIDED)**

Date of ACTION AGENCY'S interim EFH response.

- Enter date of action agency's interim response provided in accordance with EFH conservation recommendations provided by NMFS.

- This field is required if an interim response is provided.

Examples: None.

PM Tracking: This field will be used to determine the responsiveness of federal action agencies to our recommendations.

EFH TAB

ACTION AGENCY	SER
RESPONSE FINAL DATE	REQUIRED

DATE OF FINAL RESPONSE

- For all consultations where NMFS has provided recommendations (MSFCMA, FWCA, FPA).

- Enter the date of the final response that indicates whether the proposed action was modified in accordance with NMFS advice.

- This field is required if a final response is provided.

Examples: Must be entered in the date format of: MM-DD-YYYY

Use automated Date icon.

PM Tracking:

HAPC	SER REQUIRED

Select Y / N radio button

- Select if our recommendations identified adverse impacts to EFH-HAPCs as identified by the Fishery Management Councils or NMFS.

-

Examples: None – use radio button.

PM Tracking:

ELEVATION PURSUED   **SER REQUIRED**

Select Y / N radio button

- Select **Y** if our response invokes NMFS rights under Part IV Section 3(a) of the 404(q) MOA.

- Select **Y** if we provide an *intent* of
  - CEQ referral under NEPA Guidelines
  - Elevation under EFH procedures

- Select **N** if we only *advise of our rights of*:
  - CEQ referral under NEPA Guidelines
  - Elevation under EFH procedures

Examples: None – use radio button.

PM Tracking: n/a

PROJECT MONITORING   **SER**
                                                                          REQUIRED

Select Y / N radio button

- Select **Y** if our final agreement with the action agency includes a requirement to provide NMFS with monitoring reports.

- Select **N** if there is no requirement.

- Toggle from **Y** to **N** if the monitoring requirement has been satisfactorily fulfilled.

Examples: None – use radio button.

PM Tracking: n/a

PROJECT MODIFIED   **SER**
                                                                   REQUIRED

Select Y / N radio button

- Leave blank until final agency response is received.

- Select **Y** if NMFS is informed that the proposed action was changed to avoid, minimize, or offset impacts to NMFS trust resources based on NMFS advice via consultation or technical advice.

- Select **N** if NMFS is informed that *none* of NMFS consultation recommendations or technical advice was incorporated into the proposed action.

- Required when EFH RESPONSE is:
    - Would Adversely Affect – CRs
    - Would Adversely Affect – Recs
    - Would Not Adversely Affect – NMFS actions
    - Technical Assistance Provided

Examples: None – use radio button.

PM Tracking:

EFH TAB

TYPE OF ACTION   **SER**
HABITAT TYPE   **REQUIRED**
IMPACT
MITIGATION

This section is required when NMFS has provided recommendations to the action agency.

- **TYPE OF ACTION:** Select from the LIST that you selected on the Action Tab.
  HINT: You can use each TYPE OF ACTION more than once to describe impacts or mitigation to various habitat types.
- **HABITAT TYPE:** Select from LIST of COWARDIN habitat types. See list on next page.

- **IMPACT UNITS:** Select from the LIST (stream miles, acres, cubic yards, or MGD)
- **IMPACT PROPOSED:**
- **IMPACT RECOMMEND: TO BE AVOIDED.**
- **IMPACT PERMIT:**

- **MITIGATION:** Enter information based on the COE Regulatory Guidance letter of December 24, 2002.

Examples: None.

PM Tracking: n/a

EFH TAB

Beach/sand bar, (intertidal)
Beach/sand bar, (subtidal)
Beach/sand bar, (supratidal)

Estuarine, bed (aquatic (SAV))
Estuarine, bed (shellfish)
Estuarine, bottom (hard)
Estuarine, bottom (shell or gravel)
Estuarine, bottom/shore (rocky)
Estuarine, bottom/shore (unconsolidated)
Estuarine, flats (unvegetated (intertidal))
Estuarine, reef
Estuarine, streambed and channels
Estuarine, water column
Estuarine, wetland (emergent)
Estuarine, wetland (forested)
Estuarine, wetland (mangrove)
Estuarine, wetland (scrub-shrub)

Floating, bed (aquatic)
Freshwater, marsh
Lacustrine
Riparian

Marine, bed (aquatic (SAV))
Marine, bed (shellfish)
Marine, bottom (hard)
Marine, bottom (shell or gravel)
Marine, bottom/shore (rocky)
Marine, bottom/shore (unconsolidated)
Marine, coral/coral reef
Marine, flats (unvegetated (intertidal))
Marine, mangroves
Marine, reef
Marine, water column

Palustrine, bed (aquatic (SAV))
Palustrine, bottom (rocky)
Palustrine, unconsolidated bottom
Palustrine, wetland (emergent)
Palustrine, wetland (forested)
Palustrine, wetland (scrub-shrub)

Riverine, bed (aquatic (SAV))
Riverine, bottom/shore (rocky)
Riverine, bottom/shore (unconsolidated)
Riverine, water column
Riverine, wetland (emergent)

💾 RECOMMENDATION: 💾
SAVE THE RECORD AT THIS POINT!

END OF REQUIRED
EFH TAB FIELDS.

EFH COMMENTS –	**OPTIONAL**
INTERNAL	

Important EFH consultation information.

-

      Examples: None.

      PM Tracking: n/a

END OF OPTIONAL
EFH TAB FIELDS